

**FIRE PREVENTION/INVESTIGATION/EDUCATION
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION/INVESTIGATION/EDUCATION** to be administered in **KENNER** on **JUNE 12, 2019**, will consist of **100** multiple-choice questions.

The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	% OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including performing duties requiring interpretation of laws and policy and planning operations to handle fire prevention problems or enhance division programs.	11.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, control, format, and retention, and of the information gathering process and procedures for completing required reports or producing required correspondence, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.	10.0%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with other agencies, and the public, the media, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	10.0%
PUBLIC FIRE EDUCATION Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.	9.0%
SUPERVISION AND TRAINING Knowledge of the practices and techniques used in effective supervision in order to plan, organize, and direct the work of subordinates. Knowledge of the procedures for developing training materials on fire prevention topics and for serving as an instructor in fire inspection, fire investigation, or fire prevention education areas.	5.0%
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	7.0%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	10.0%

FIRE HAZARDS/HAZARDOUS MATERIALS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence ;and of hazardous materials, equipment, and systems used in transportation, handling, and storage, which may contribute to the start of a fire or increase the extent or severity of a fire or hazardous materials incident.	9.0%
BUILDING CONSTRUCTION/PLAN REVIEW Knowledge of building construction and of the procedures for review of building plans in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	7.0%
FIRE PROTECTION AND WATER SUPPLY SYSTEMS Knowledge of sprinklers and standpipe systems, water supply systems, portable fire extinguishers, and systems, including evaluation of the operational readiness of the systems, proper installation and location of system components and devices, and maintenance of systems.	5.0%
FIRE INVESTIGATION Knowledge of the procedures for conducting a fire investigation and for determining the cause of a fire, including deciding what may be considered unusual at a fire scene; char and burn patterns; factors affecting fire spread; determination of the point of origin and probable cause of a fire; reconstruction of the fire scene; estimation of loss or damage caused by the fire; interview and interrogation procedures; law enforcement procedures related to fire investigations; collection of evidence, including fire scene photography; and judicial procedures.	10.0%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	7.0%

REFERENCE MATERIAL

While the entire list of reference materials will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from these references listed below.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 777 North Capitol St., Suite 500, Washington, D. C. 20002, 5rd ed., 2013.

FIRE PROTECTION HANDBOOK, NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 20th ed., 2008.

FIRE INSPECTION AND CODE ENFORCEMENT, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 7th ed., 2009.

KIRK'S FIRE INVESTIGATION, DeHann, John D., Fire Sciences Division, Brady, A Prentice-Hall Division, Upper Saddle River, New Jersey, 07458, 7th ed., 2012.

NOTE: Available through LSU Fireman Training Program, or IFSTA Fire Protection Publications as well as online book stores.

ESSENTIALS OF FIREFIGHTING, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 6th ed., 2013.

FIRE AND LIFE SAFETY EDUCATOR, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 3rd ed., 2011.

NFPA FIRE AND LIFE SAFETY INSPECTION MANUAL, NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 9th ed. 2013.

LIFE SAFETY CODE, (NFPA #101)NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 2006 Ed. Ph: (508) 895-8300.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, A Simon and Schuster Company, Upper Saddle River, N.J.07458, 8th ed., 2000.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, this study guide has been provided as a service to assist applicants in preparing for an examination. The State Examiner's Office has no control over the local availability of reference material nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination may vary with each administration of an examination to reflect any updated job analysis information.